

TO THOSE INTERESTED IN THE SALTONSTALL-KENNEDY (S-K) GRANT PROGRAM

Attached is an application package for the Saltonstall-Kennedy (S-K) Grant Program.

The omnibus Federal Register solicitation notice provides a synopsis of the current S-K Program, if there is one, for which the National Marine Fisheries Service (NMFS) is seeking applications. The omnibus notice is available on the NOAA Web site:

<http://www.ofa.noaa.gov/%7Eamd/SOLINDEX.HTML>.

NMFS can only accept applications in response to a current notice, before the deadline published in the notice.

The S-K Federal Funding Opportunity (FFO) identifies the priority areas for funding, and contains application instructions and guidelines. The FFO is also available on the NOAA Web site: <http://www.ofa.noaa.gov/%7Eamd/SOLINDEX.HTML>.

Applications must address one of the funding priorities in the current FFO.

You can access, download, and submit grant applications electronically at: <http://www.grants.gov>. The FFO and the complete application package are available at this site. The closing dates will be the same as for paper application submissions.

If you cannot reasonably use electronic submission, you can submit paper applications (one signed original and nine signed copies) to any of the NMFS Offices listed in the solicitation and the FFO, by close of business on the published deadline date. NMFS will **not** consider applications received after the deadline. Facsimile applications will **not** be accepted.

NMFS strongly recommends that you do not wait until the application deadline date to begin the application process through Grants.gov. There are two key features on the site: Find Grant Opportunities and Apply for Grants. Everything else on the site is designed to support these two features and your use of them.

You can search for Federal government-wide grant opportunities (including the S-K Program) on Grants.gov and register to receive automatic e-mail notifications of new grant opportunities or any modifications to grant opportunities as they are posted to the site by clicking the Find Grant Opportunities tab at the top of the page.

In order to submit applications through Grants.gov, your organization will need to register with Central Contractor Registry, which you can do online following the process outlined at Grants.gov.

You must also register with a Credential Provider to receive a username and password. This is required to securely submit your grant application.

The final step is to register with Grants.gov. This is required for you to submit grant

applications on behalf of your organization. After you have completed the registration process, you will receive e-mail confirmation that you are able to submit applications through Grants.gov.

Once you have registered with Grants.gov, you can log on to verify if you have registered successfully, to check application status, and to update information in your applicant profile, such as your name, telephone number, e-mail address, and title. You will also be able to determine if you are authorized to submit applications through Grants.gov on behalf of your organization.

Additional information may be obtained from:

Alicia Jarboe, S-K Program Manager
Office of Management and Budget, F/MB5
National Marine Fisheries Service, NOAA
1315 East West Highway
Silver Spring, Maryland 20910
Telephone: (301) 713-2358
Email: Alicia.Jarboe@noaa.gov

Attachments

Note to Saltonstall-Kennedy Grant Applicants

All Saltonstall-Kennedy (S-K) grant applicants are urged to follow closely the guidelines contained in the solicitation for proposals to ensure submission of a complete application. In completing your application, particular attention should be given to the following items:

Indirect Cost Rate

This program limits the indirect cost rate that may be charged to 25 percent of the total direct costs or the applicant's negotiated indirect cost rate, whichever is less. Applicants with approved indirect cost rates above 25 percent of the total proposed direct costs may use the amount above the 25-percent level up to 100 percent as part of the non-Federal share.

Evaluation of Applications which include Consultants and Contracts

In addition to applying the weighted criteria listed in the solicitation for the technical evaluation of applications, in reviewing applications which include consultants and contracts, the technical reviewers will make a determination regarding the involvement of the primary applicant, the proposed allocation of the primary applicant's time, and the proposed costs for the primary applicant's involvement.

Selection of Consultants/Subcontractors

The solicitation states that if any portion of the project will be conducted through consultants and/or subcontracts, applicants, as appropriate, must follow procurement guidance in 15 CFR Part 24, "Grants and Cooperative Agreements to State and Local Governments," and OMB Circular A-110 for Institutions of Higher Education, Hospitals, and other Non-Profit Organizations. If a consultant and/or subcontractor is selected prior to application submission, include the name and qualifications of the consultant and/or subcontractor and the process used for selection. The guidance contained in these documents is summarized as follows:

When an applicant proposes to enter into a subaward/contract with a specified organization/individual for the performance of project activities, the applicant is required to describe how the procurement will be handled. For State and local government applicants, this requirement applies to subawards/contracts that are expected to exceed \$25,000; for all other applicants (nonprofit, for-profit, universities, etc.), this requirement applies to subawards/contracts that are expected to exceed \$5,000. This includes costs used to satisfy any non-Federal cost sharing or matching requirements.

In describing how the procurement will be handled, the applicant must state whether it is a competitive bid, competitive negotiation, or sole source. If it is a sole-source procurement, a sole-source justification is required with the application.

Detailed information on a proposed subaward must be provided, including the purpose, period of

performance, estimated dollar amount, etc. If the subawardee has been selected at time of application, the applicant must provide with the application the subawardee's name with a breakdown of amounts for all applicable cost categories. If the subawardee has not been selected at time of application, this information will be furnished to the Federal Program Officer upon selection, but prior to award.

If the subaward is a contract for services, only the contractor's name, amount, and description of the type of services to be furnished are required.

In addition to the above, the applicant will be required to maintain a code or standard of conduct and institute a system for contract administration in order to ensure subaward conformance with terms, conditions, and requirements of the contracts.

State Single Point of Contact (Executive Order 12372)

The S-K Program is covered by Executive Order 12372. Any applicant submitting an application for funding is required to complete item 16 on Standard Form 424 (4-92) regarding clearance by the State Single Point of Contact (SPOC) established as a result of Executive Order 12372. Guidelines and a link to the SPOC web site are included in this package.